

# Investigating Employee Misconduct



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|----------------------------|---|----------------------------|
| <b>Course Number:</b>      | NC 118  | <b>Scheduled Sessions:</b> |
| <b>Cost Per Person:</b>    | No Charge/Participating, \$188/Non-Participating  | July 27, 2017              |
| <b>Eligibility:</b>        | Managers & Supervisors                            | September 26, 2017         |
| <b>Instructor:</b>         | Edgar   | October 24, 2017           |
| <b>Length:</b>             | 8:30 am – 4:30 pm                                 | February 20, 2018          |
| <b>Certificate Series:</b> | Advanced Leadership Development                   | May 22, 2018               |
| <b>Location:</b>           | Des Moines, Hoover State Office Building, Level A |                            |

## Overview:

This course is designed to present an overview to supervisors and managers in understanding the importance, benefits and key elements in conducting effective and defensible workplace investigations. You will learn the steps of the investigation process and enhance your awareness of common investigative mistakes.

## Objectives:

- Defining the purpose and process of an investigation, including: gathering evidence, drafting interview questions, preparing for the witnesses, note taking/tape recording and analyzing the information to substantiate the just cause test.
- Applying the standards of 3-key Supreme Court cases:
  - Weingarten
  - Loudermill
  - Garrity
- Understanding the concept of *Just Cause*